

Non-Instructional Faculty Assignment Committee

October 27, 2017 Minutes

The Non-Instructional Faculty Assignment Committee met on **Wednesday, October 27, 2017** in the Deans' Conference Room, DBRY 200.

Members Present:

Holly Anthony	Brad Bull	Mark Groundland	Melinda Swafford
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Members Absent:

Janie Robbins	Edward Lisic
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Executive Officer to Provide Support: Sharon Huo

Summary of Proceedings

1. Approval of Agenda
2. Election of Committee Chairperson
3. Budget Updates
4. Review of Policy and Procedures
5. Other Such Matters
 - A. Advertising
 - B. Timeline adjustments
 - C. Faculty requirements at the end of the assignment

Proceedings

1. Approval of Agenda.

Motion. Melinda Swafford

2nd. Mark Groundland

Vote. Carried

2. Election of Committee Chairperson

Holly Anthony nominated Ed Lisic. Mark Groundland seconded the nomination. Voting was deferred until Dr. Lisic could be contacted regarding his acceptance of the nomination. Dr. Lisic declined the nomination and nominated Dr. Anthony. The voting was carried out via email.

Nomination of Dr. Holly Anthony. Ed Lisic

2nd. Mark Groundland

Vote. Carried. Holly Anthony is the new committee chairperson for 2017-2018.

3. **Budget Updates**

There will only be money for two awards this year.

4. **Review of Policy and Procedures**

Procedures revised; committee numbers updated to reflect current colleges. See attached Procedures for changes.

Motion to approve changes. Holly Anthony

2nd. Brad Bull

Vote. Carried. Changes approved.

5. **Other Such Matters**

A. Advertising.

- 1) Administrative Associate will email Deans, Chairs
- 2) Dr. Huo will announce in Deans' council
- 3) Will be announced at the fall faculty meeting

B. Timeline.

Dates on timeline were pushed back to allow for more time in application and review. See attached timeline for changes.

C. Faculty requirements after the award.

Suggestions were as follows:

- 1) a presentation for faculty development
- 2) recognition of the award recipients at the Faculty Awards Banquet
- 3) announcement in Tech Times
- 4) create a page for Non-Instructional Faculty Awards like the one on the Outstanding Faculty Awards page with past years' winners listed as well as a brief abstract from the faculty on their project/research

No other items being presented, the committee adjourned.

Motion to adjourn. Melinda Swafford

2nd. Holly Anthony

Adjourned. 3:49 p.m.